

FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the primary duties of which are providing for the organization and direction of all activities of the fire prevention division. Work involves immediate responsibility for the enforcement of all laws and ordinances as they pertain to fire safety and fire prevention and for community education in those areas. The employee of this class is responsible for the enforcement of codes and ordinances for the removal or reduction of fire hazards, and for the supervision of all subordinate personnel assigned to assist in these duties. The employee of this class works with a high degree of independence in the performance of assigned duties, with work reviewed by and special assignments received from the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department division responsible for fire inspection and public fire education; organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends management policies goals, and objectives for the division. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards. Investigates complaints against division personnel and formulates a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in policies and procedures are needed. Maintains a reference library on inspection and fire prevention education topics. Reviews incoming communications for the division and either handles the matter personally or assigns it to the appropriate subordinate. Writes letters to handle problems or to address needs of the division. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Writes proposed changes to

fire prevention codes.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Receives requests for the release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policy. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates, setting priorities and providing them with the supplies, tools, and resources necessary. Monitors work pace and progress of assigned jobs. Provides for on-the-job training for new division members. Takes action necessary to eliminate hazards and to control accidents. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of assigned equipment and personnel. Sets work schedules and approves leave. Handles employee complaints and grievances. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and taking appropriate action. Prepares information and evidence from inspections for use in a court proceeding; testifies in court or serves as an advisor to the prosecutor. Receives appeals for exemptions from provisions of fire codes. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Conducts fire drills for business, educational, and assembly occupancies, and for health care, industrial, or correctional facilities. Oversees fire safety in public assembly occupancies. Assists institutions or companies in developing solutions for fire prevention problems. Issues permits required for special

conditions, circumstances, or equipment which may be fire or safety hazards. Collects information for pre-fire plans.

Inspects sites for storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to insure that proper safety precautions are being followed and all applicable codes are being met.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Assistant Fire Prevention Chief. Must be a regular and permanent employee in the class of Assistant Fire Prevention Chief immediately preceding application to the board.

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| BR | 02-24-60 |
| Rev | 07-10-63 |
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| | 09-17-74 |
| | 07-10-75 |
| | 06-18-79 |
| | 05-22-90 |
| | 03-26-92 |
| | 05-16-96 |
| | 11-18-04 |
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